

# **Joint Fiscal Monitoring Instrument for On-Site and Self-Assessment of Fiscal Requirements in:**

**Carl Perkins – Career and Technical Education**

**No Child Left Behind – Federal Programs**

**IDEA – Individuals with Disabilities Education Act**

**LEA Support Services - Fiscal**

**School Year 2007- 08**



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# **Joint Fiscal Monitoring Process and Procedures**

## **School Year 2007-2008**

### **Tennessee Department of Education** **Office of Career and Technical Education / Carl Perkins,** **Office of Federal Programs / NCLB,** **Office of Special Education / IDEA,** **Office of LEA Support Services / Fiscal**

1. All LEAs, not scheduled for on-site monitoring, will complete the entire Joint Fiscal Monitoring Instrument annually as a Self-Assessment, and keep a copy on file in their districts.
2. A state schedule of LEAs that will have on-site monitoring visits is located at <http://www.tennessee.gov/education/fedprog/fpmonitoring.shtml>. LEAs that are scheduled for on-site monitoring must be prepared to provide documentation of compliance for each item.
3. For the 2007-08 monitoring cycle, Field Service Center Directors and NCLB Regional Coordinators may work together to contact LEAs for Primary Point of Contact. Limited lead time is available during this transitional year due to the change in monitoring from spring to fall for NCLB and Special Ed. In subsequent years, the assigned Field Service Center Director will contact the Director of Schools in each LEA scheduled for on-site monitoring to obtain the name of the Primary Point of Contact for Joint Fiscal Monitoring and a copy of the school calendar. The Field Service Center Director will provide the names and contact info for the Primary Point of Contact in each LEA to be monitored to the NCLB Regional Coordinator (West TN = Marjorie Douglas; Middle TN = Barbara Parker; East TN = Anita Raulston).
4. The NCLB Regional Coordinator will contact the Primary Point of Contact in each LEA scheduled to be monitored and with the assistance of the assigned CTE Consultant, Fiscal Consultant, and SpEd Consultant will schedule a date for the on-site joint fiscal monitoring. The NCLB Regional Coordinator will notify all LEA staff and state staff involved in Joint Fiscal Monitoring of the staff members participating in the monitoring process.
5. On-site Joint Fiscal Monitoring will be conducted during the assigned 6-week monitoring window by a Fiscal Consultant, CTE Consultant, Special Ed Consultant, and NCLB Regional Coordinator or her designee.
6. The locally appointed CTE Director, SpEd Director, NCLB Director, fiscal contacts (bookkeepers, accountants, etc.), and Superintendent / Director of Schools should all be available on the Joint Fiscal Monitoring date(s).
7. The assigned Fiscal Consultant will be the Joint Fiscal Monitoring Team Leader during each on-site monitoring visit.
8. The Joint Fiscal Monitoring Team Leader will be responsible for completing the official copy of the Joint Fiscal Monitoring Instrument during the on-site monitoring review. At the conclusion of the monitoring visit, the monitoring team leader will give the completed monitoring document to the Field Service Center Director.
9. The Director of Schools, all local program directors involved in the monitoring, and all members of the State's monitoring team will sign the monitoring instrument.
10. Field Service Center Directors will:
  - a) Attend the comprehensive Joint Fiscal Monitoring exit conference with the district representatives and state staff involved in the monitoring visit;
  - b) Ensure that all components of the monitoring document are approved by Nashville program offices, including compliance agreements, prior to sending the written report to the LEA;
  - c) Send the completed joint monitoring report with a cover letter to the district and to the Nashville offices (See item 12 for more details) within the 30 days following the exit conference; and,

- d) Keep a copy of the completed joint monitoring report at the assigned Field Service Center offices.
  - e) Send the original of all documents to Betty Cochran in the Office of Federal Programs.
11. If minor issues of noncompliance are found, the LEA will have two (2) weeks from the time of the visit to resolve the finding. It is the LEA's responsibility to forward any documentation related to the finding/s to the assigned Monitoring Team Leader.
  12. If issues of compliance are found that cannot be resolved within the two week period, then the LEA will complete and submit the Compliance Action Plan Agreement, signed by the Superintendent / Director of Schools, and the local program director responsible for the program with the compliance issue. This document must delineate the compliance issue(s), the steps that will be taken to address the issue(s), the date those steps will be accomplished, and the documentation that will be available to demonstrate compliance. A separate Compliance Action Plan Agreement must be completed for each program if more than one program has compliance findings. The Compliance Action Plan Agreement will be sent to the assigned Field Service Center Director for his/her approval, signature, and date.
  13. A copy of the Joint Fiscal Monitoring Instruments and Compliance Action Plan Agreements will be kept on file in the Field Service Center office where the LEA is assigned. The Field Service Center Director will forward the original of the Joint Fiscal Monitoring Instruments, Compliance Action Plan Agreements, if applicable and the final report to Betty Cochran in the Office of Federal Programs. Copies of the entire packet will be sent to the Office of Special Education, the Office of Career and Technical Education, the Office of LEA Support Services.
  14. Nashville Program Offices (CTE, Federal Programs, Special Education, and LEA Support Services) will:
    - a) Keep on file their program monitoring and a copy of the joint monitoring report;
    - b) Ensure that follow-up monitoring related to their program or any Compliance Action Plan Agreement is accomplished; and,
    - c) Publicly display the status of the approval of their applications on the web.
  15. Each program office in Nashville will be responsible for:
    - a) Reviewing the completed Joint Fiscal Monitoring Instrument and Compliance Action Plan Agreements,
    - b) Obtaining the appropriate signature on Compliance Action Plan Agreements, and
    - c) Recommending the district's FY09 plans or applications for approval. All Compliance Action Plan Agreements or Program Improvement Plan for program monitoring and for Joint Fiscal Monitoring must be successfully completed before approval of all program applications.
  16. All Joint Fiscal Monitoring Instruments must be identified in one of the following three categories:
    - *Closed*
    - *Incomplete Pending Compliance with Approved Compliance Action Plan Agreement*
    - *Open (Compliance Issues Not Resolved)*
  17. Joint Fiscal Monitoring Instruments must be either *Closed* or *Incomplete Pending Compliance with Approved Compliance Action Plan Agreement* for FY09 applications and plans to be approvable.
  18. As a condition of approval of a district's FY09 plans and applications, LEAs with reports indicating *Incomplete Pending Compliance with Approved Compliance Action Plan Agreement* will have follow-up on-site monitoring for compliance by the assigned program consultant in which the compliance issue was noted. On-site visits will occur no later than Spring 2009.
  19. Any corrections on the Comprehensive Monitoring Instruments must follow this procedure:
    - The person correcting an inaccuracy must put a line through the inaccurate information;
    - He/she must then write the correct information in the correct location; and, finally,
    - He/she must initial and date the correction.

# Joint Fiscal Monitoring Report for On-Site Assessment

## Tennessee Department of Education

Office of Career and Technical Education / Carl Perkins,  
Office of Federal Programs / NCLB,  
Office of Special Education / IDEA,  
Office of LEA Support Services / Fiscal

**School Year 2007-2008**

<b>LEA</b>	<b>Director of Schools</b>	
	<b>Email</b>	
<b>Mailing Address</b>	<b>Telephone</b>	
	<b>Fax</b>	
<b>Primary Point of Contact</b>	<b>Phone</b>	<b>Fax</b>
<b>Address</b>		
	<b>Email</b>	
<b>Assigned Field Service Center</b>	<b>Field Service Center Director</b>	

**Monitoring Status:** *Check the appropriate box*

<b>Closed</b>  <input type="checkbox"/>	<b>Incomplete Pending Compliance with Approved Compliance Action Plan Agreement</b>  <input type="checkbox"/>	<b>Open</b>  <input type="checkbox"/>
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**Required LEA Signatures:**

Position/Title	PRINTED Name:	Signature
Primary Point of Contact		
CTE Contact		
Special Ed Contact		
NCLB Contact		
Fiscal Contact		
Director of Schools		

Signatures of Monitors:	Title/Position:	Date(s) of Joint Fiscal Monitoring:
	Field Service Center Director	
	CTE Consultant	
	NCLB Consultant	
	Special Ed Consultant	
	Fiscal Consultant	

**Tennessee Department of Education**

Office of Career and Technical Education

Office of Federal Programs

Office of Special Education

Office of LEA Support Services

**Compliance Action Plan Agreement****Joint Fiscal Monitoring****FY 2008****LEA:** \_\_\_\_\_ **Program: (*Circle one.*) CTE, Fiscal, NCLB, or Special Ed**

<b>Compliance Issue(s)</b>	<b>Action Step(s)</b>	<b>Completion Date(s)</b>	<b>Documentation</b>
Page ____, Indicator__			
Page ____, Indicator__			
Page ____, Indicator__			
Page ____, Indicator__			

\_\_\_\_\_  
Director of Schools' Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Field Service Center Director's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
LEA Program Director's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
SDE Program Director's Signature\_\_\_\_\_  
Date

<b>Policies and Procedures</b> Please provide one copy of each policy or procedure to be kept on file in the FSC office. If board policies are available on-line, you may provide the web address and applicable policy number instead of a hard copy.	YES	NO	NA	<b>Evidence</b> Board Policy web address: _____
1. Does the LEA have a board policy governing budgets and budget amendments?				<input type="checkbox"/> Board policy #_____
2. Does the LEA have a board policy / procedure in place to regulate travel?				<input type="checkbox"/> Board policy #_____
3. Does the LEA have a written process for obligating funds in the following areas (OMB Circular A-133):				
<ul style="list-style-type: none"> <li>• acquisition of property,</li> </ul>				<input type="checkbox"/> Board policy #_____ <input type="checkbox"/> Procedures manual page __
<ul style="list-style-type: none"> <li>• personal services by an employee,</li> </ul>				<input type="checkbox"/> Board policy #_____ <input type="checkbox"/> Procedures manual page __
<ul style="list-style-type: none"> <li>• contract employees,</li> </ul>				<input type="checkbox"/> Board policy #_____ <input type="checkbox"/> Procedures manual page __
<ul style="list-style-type: none"> <li>• travel</li> </ul>				<input type="checkbox"/> Board policy #_____ <input type="checkbox"/> Procedures manual page __
4. Does the LEA have a policy or procedure that ensures the appropriate director / supervisor of each federal program has internal control for developing and approving contracts and purchases?				<input type="checkbox"/> Board policy #_____ <input type="checkbox"/> Procedures manual page __
5. Does the LEA have written procurement procedures? (EDGAR 80.36)				<input type="checkbox"/> Board policy #_____ <input type="checkbox"/> Procedures manual page __
6. Does the LEA have a policy/procedure for awarding contracts? (EDGAR 80.36)				<input type="checkbox"/> Board policy #_____ <input type="checkbox"/> Procedures manual page __
7. Does the LEA maintain a written code of standards of conduct for any employees involved in the award or administration of contracts? (EDGAR 80.36 (b) (3))				<input type="checkbox"/> Board policy #_____ <input type="checkbox"/> Procedures manual page __
8. Does the LEA have a definition of equipment?				<input type="checkbox"/> Board policy #_____ <input type="checkbox"/> Procedures manual page __
9. Does LEA have proper procedures for disposal of equipment?				<input type="checkbox"/> Board policy #_____ <input type="checkbox"/> Procedures manual page __
10. Have proper sales procedures been established to ensure the highest possible return if the LEA is authorized or required to sell equipment?				<input type="checkbox"/> Board policy #_____ <input type="checkbox"/> Procedures manual page __
11. Have adequate maintenance procedures been developed to keep equipment in good condition?				<input type="checkbox"/> Board policy #_____ <input type="checkbox"/> Procedures manual page __
12. Does the LEA have a process for determining if a cost complies with federal cost principles, (e.g. necessary, reasonable, and allocable).				<input type="checkbox"/> CTE written process <input type="checkbox"/> IDEA / Special Ed written process <input type="checkbox"/> NCLB written process
13. Does the LEA have a policy / procedure for approving budgets and budget amendments?				<input type="checkbox"/> Board policy #_____ <input type="checkbox"/> Procedures manual page __

General Fiscal	CTE			IDEA			NCLB			Evidence	
	YES	NO	NA	YES	NO	NA	YES	NO	NA		
14. Does the LEA maintain separate accounting records for each federal program which reflect the line items and amounts approved in each federal application / budget?										<input type="checkbox"/> Approved budgets <input type="checkbox"/> Revenue reports <input type="checkbox"/> Expenditure reports	
15. Has the LEA submitted amendments, if necessary, as required by each federal program?										<input type="checkbox"/> Budget amendments	
16. Were any budgets or budget amendments with items requiring prior approval submitted prior to obligating those funds?										<input type="checkbox"/> Budget amendments <input type="checkbox"/> Letter from TN DOE <input type="checkbox"/> Other _____	
17. Does the LEA follow local policy for budgets and budget amendments NOT requiring submission / approval by the specific federal program?										<input type="checkbox"/> Budget documents <input type="checkbox"/> Board minutes approving amendments <input type="checkbox"/> Other _____	
18. Has the LEA received any discretionary grants?										<input type="checkbox"/> Grant award letters <input type="checkbox"/> FACTS Reports	
18a. If yes, list grants received by program:	FY07			FY07			FY07				
	1.			1.			1.				
	2.			2.			2.				
	3.			3.			3.				
	FY08			FY08			FY08				
	1.			1.			1.				
	2.			2.			2.				
	3.			3.			3.				



General Fiscal (continued)	CTE			IDEA			NCLB			Evidence
	YES	NO	NA	YES	NO	NA	YES	NO	NA	
19. Are discretionary grants accounted for separately from funds received through formula funds?										<input type="checkbox"/> Accounting records
20. Are federal funds expended in such a manner to supplement and not supplant state, local, and/or other federal funds?										<input type="checkbox"/> Revenue/expenditure reports
21. Are all financial records and supporting documents maintained for 3 years or until the resolution of any litigation, claim, negotiation, audit, or other action involving records?										<input type="checkbox"/> Records from FY07 <input type="checkbox"/> Records from FY06 <input type="checkbox"/> Records from FY05 <input type="checkbox"/> Other records for unresolved issues
22. Is there documentation on file to show the travel policy is being consistently followed?										<input type="checkbox"/> Budget documents
23. Were procurements made in compliance with Federal regulations?										<input type="checkbox"/> Purchase orders <input type="checkbox"/> Invoices
24. Does the LEA have documentation on file to support the selection of vendors / contractors (not on debarred or suspended lists)? (EDGAR 80.35, EDGAR 80.36)										<input type="checkbox"/> Vendor list <input type="checkbox"/> Debarment list <input type="checkbox"/> Debarment website <input type="checkbox"/> Other _____
25. Does the appropriate director / supervisor of each federal program have internal control for developing and approving contracts and purchases?										<input type="checkbox"/> Signed requisitions <input type="checkbox"/> Signed purchase orders <input type="checkbox"/> Signed contracts
26. Have proper bidding procedures been followed?										<input type="checkbox"/> Bids <input type="checkbox"/> Supporting documents
27. Have proper sales procedures been utilized to ensure the highest possible return if the LEA is authorized or required to sell equipment?										<input type="checkbox"/> Disposal List <input type="checkbox"/> Documentation of bids

FACTS – Federal Application Consolidated Tracking System	CTE			IDEA			NCLB			Evidence
	YES	NO	NA	YES	NO	NA	YES	NO	NA	
28. Are funds drawn down from FACTS regularly in compliance with the Cash Management Act?										<input type="checkbox"/> FACTS request sheets
29 Are expenditures reported in a timely manner and on a quarterly basis?										<input type="checkbox"/> Quarterly expenditure reports

TCSPP – TN Comprehensive Systemwide Planning Process	CTE			IDEA			NCLB			Evidence
	YES	NO	NA	YES	NO	NA	YES	NO	NA	
30. Did the LEA prorate expenditures between federal, state, and/or local funding sources when purchases supported more than one funding purpose?										<input type="checkbox"/> TCSPP Component 5 <input type="checkbox"/> Expenditures documented

Personnel:	CTE			IDEA			NCLB			Evidence
	YES	NO	NA	YES	NO	NA	YES	NO	NA	
31. Are positions consistent with the approved budget / application? <i>If no, explain:</i>										<input type="checkbox"/> Budget documents <input type="checkbox"/> Application / plan
32. Are FTEs consistent with the approved budget / application? <i>If no, explain:</i>										<input type="checkbox"/> Personnel lists <input type="checkbox"/> Other _____
33. Is there a substantial increase/decrease in FTE positions from the previous year? <i>If yes, explain:</i>										<input type="checkbox"/> FY07 personnel list <input type="checkbox"/> FY08 personnel list
34. Are FTEs calculated appropriately? (Example: A 12 month employee calculated on 52 weeks per year x 40 hours per week = 2,080 hours per year.)										<input type="checkbox"/> Sample calculations of FTE for certified staff <input type="checkbox"/> Sample calculations of FTE for non-certified staff
35. Are appropriate fringe benefits for each category of personnel being paid from the corresponding budget?										<input type="checkbox"/> Expenditure Reports

Personnel (continued)	CTE			IDEA			NCLB			Evidence
	YES	NO	NA	YES	NO	NA	YES	NO	NA	
36. Where employees are funded 100% with a single federal award, does the LEA have on file certifications that the employees worked solely on that program for the period covered by the certification? (OMB Circular A-87)										<input type="checkbox"/> Certification <input type="checkbox"/> Time Sheets (if applicable)
37. Where employees work on multiple activities funded from different sources, is the distribution of their salaries/wages supported by personnel activity reports/logs? (OMB Circular A-87)										<input type="checkbox"/> Time Sheets <input type="checkbox"/> PARS ( Personnel Activity Report Statement)
38. Does the personnel activity documentation meet the following standards:										
<ul style="list-style-type: none"> <li>reflects an after-the-fact distribution of the actual activity</li> </ul>										<input type="checkbox"/> PARS <input type="checkbox"/> Expenditure Reports <input type="checkbox"/> Payroll Distribution Sheets
<ul style="list-style-type: none"> <li>accounts for the total activity for which each employee is compensated</li> </ul>										<input type="checkbox"/> PARS <input type="checkbox"/> Expenditure Reports <input type="checkbox"/> Payroll Distribution Sheets
<ul style="list-style-type: none"> <li>prepared at least monthly &amp; coincides with one or more pay periods</li> </ul>										<input type="checkbox"/> PARS <input type="checkbox"/> Expenditure Reports <input type="checkbox"/> Payroll Distribution Sheets
<ul style="list-style-type: none"> <li>signed by the employee</li> </ul>										<input type="checkbox"/> PARS

Equipment (EDGAR 80.3, 80.32, OMB Circular A-87)	CTE			IDEA			NCLB			Evidence
	YES	NO	NA	YES	NO	NA	YES	NO	NA	
39. Is equipment purchased with federal funds used in the appropriate program?										<input type="checkbox"/> Inventory list to Sample
40. Has the LEA conducted a physical inventory of equipment within the last two years?										<input type="checkbox"/> Inventory List with Date/s and Signature/s
41. Does the LEA maintain property records of all equipment purchased with federal funds which includes the following information: <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the item</li> <li><input type="checkbox"/> Serial number/Identification number</li> <li><input type="checkbox"/> Source of the property</li> <li><input type="checkbox"/> Titleholder</li> <li><input type="checkbox"/> Acquisition date</li> <li><input type="checkbox"/> Cost</li> <li><input type="checkbox"/> Percentage of Federal participation</li> <li><input type="checkbox"/> Location</li> <li><input type="checkbox"/> Use</li> <li><input type="checkbox"/> Condition</li> <li><input type="checkbox"/> Disposition information (date, method, sale price)</li> </ul> <i>If no to any please explain:</i>										<input type="checkbox"/> CTE Inventory List  <input type="checkbox"/> IDEA / Special Ed Inventory List  NCLB Inventories: <i>Check those that apply.</i> <input type="checkbox"/> Title I <input type="checkbox"/> Title IIA <input type="checkbox"/> Title IID <input type="checkbox"/> Title III <input type="checkbox"/> Title IV <input type="checkbox"/> Title V <input type="checkbox"/> Title VI <input type="checkbox"/> Title X  <input type="checkbox"/> Other _____
42. Has the LEA submitted a disposition of equipment report to the State as equipment became obsolete, no longer needed, or unusable?										<input type="checkbox"/> Letter to TN DOE <input type="checkbox"/> Letter from TN DOE

## Appendix A

## IDEA Program Specific Fiscal Monitoring

[illegible]

IDEA: PERSONNEL	Yes	No	Partially	Evidence
2. Are any 504 personnel paid from Special Education funds? If yes, list employees:				<input type="checkbox"/> LEA generated list of 504 contact personnel—both school/central office
<b>IDEA: GENERAL BUDGET</b>				
3. If revisions were made that did not require amendments but did require prior approval, were appropriate addenda submitted prior to making changes? (EDGAR 80.30)				<input type="checkbox"/> FTEs on file <input type="checkbox"/> Equipment >\$5000 <input type="checkbox"/> Current budget
4. Are any legal expenses being paid from SE funds? (OMB Circular A-87, Attachment B)				<input type="checkbox"/> Due process letters <input type="checkbox"/> Invoices from lawyers
5. Is documentation on file to detail the proportionate amount of funds spent on services provided to private school students with disabilities? (34 CFR 300.133)  Is there documentation on file to substantiate the number of private school students submitted to the State for funding purposes?				<input type="checkbox"/> Agreement with private schools  <input type="checkbox"/> Contact logs  <input type="checkbox"/> Invoices
6. Does the LEA have any charter schools within its jurisdiction? (34 CFR 300.209)  If yes, are children with disabilities attending those schools served in the same manner as disabled children in other schools?				<input type="checkbox"/> Per pupil expenditure formula  <input type="checkbox"/> Invoices, contracts  <input type="checkbox"/> Formal agreements
7. Were any IDEA funds used for construction (either new or renovation)? (34 CFR 300.718)  If yes, did the LEA receive prior approval from the appropriate State authority to use these funds for construction projects?				<input type="checkbox"/> Approval Letter from Mr. Fisher  <input type="checkbox"/> LEA Budget
8. The LEA has performed the calculations for Excess Costs for both their elementary and secondary schools which demonstrate that the LEA has spent at least the minimum average amount for the education of its children with disabilities before Part B funds are used. (34 CFR 300.16 and 202(b)(2), Appendix A to Part 300 – Excess Costs Calculation).				<input type="checkbox"/> Current Year and Previous Year Calculation Worksheet

IDEA: GENERAL BUDGET (continued)	Yes	No	Partially	Evidence
<p><b>9.</b> Were any funds expended under the following “permissive use of funds” categories: (P.L. 108-446 Section 613)</p> <p>Adjustment to Local Effort? Use of IDEA funds for Schoolwide Program? Use of IDEA funds for Early Intervening Services?</p> <p>If so, were these funds used only as allowed? Were records kept to document the use of funds?</p>				<input type="checkbox"/> Comprehensive. Application Use of Funds Worksheet  <input type="checkbox"/> Prior Year Report  <input type="checkbox"/> Fiscal Records
<p><b>10.</b> Did the LEA consolidate any IDEA funds in schoolwide programs without reporting such in the comprehensive application? (34 CFR 300.206)</p>				<input type="checkbox"/> School Budgets
<p><b>11.</b> Was the LEA required to use a portion of their allocation to address disproportionality concerns? (P.L. 108-446 Section 613 (f)(4))</p> <p>If so, were the funds spent appropriately?  Has an annual report been submitted?</p>				<input type="checkbox"/> State List for Significant Disproportionality or voluntary  <input type="checkbox"/> LEA Budget review <input type="checkbox"/> LEA Annual Report
<p><b>12.</b> Were federal completion reports submitted in the time frame required (90 days after completion of the project)?(EDGAR 80.50)</p> <p>If not did the LEA request a waiver from the state?</p>				<input type="checkbox"/> Dates Completion Reports Received by State <input type="checkbox"/> Waiver approval from State
<p><b>13.</b> If any money remained when submitting Completion Reports for the “01” budget, did the LEA also submit a carryover budget or release any remaining funds? (EDGAR 80.23)</p>				<input type="checkbox"/> Carryover Budget Approval <input type="checkbox"/> Release of Funds Letter <input type="checkbox"/> Fiscal Records

<b>IDEA: GENERAL BUDGET (continued)</b>	<b>Yes</b>	<b>No</b>	<b>Partially</b>	<b>Evidence</b>
<b>14.</b> Is there documentation to substantiate the funds used to determine maintenance of effort? (A-133 Compliance Supplement)				<input type="checkbox"/> GP Special Education Budget
<b>15.</b> Does the LEA have records to document amounts and services provided for reimbursement for High Cost students? P.L. 108-446 ; Section 602(8) and 611 (c)(3)  Are any of these services funded by IDEA?				<input type="checkbox"/> LEA Budget review <input type="checkbox"/> LEA High Cost Request <input type="checkbox"/> Backup Documentation for Reimbursement Request
<b>16.</b> Does the LEA have on file a contract signed by the Commissioner for all students whose instructional services are provided entirely by an outside entity? (TCA 49-10-107,TCA 49-10-305, TCA 49-10-701  Is the LEA monitoring the services provided through this contract?				<input type="checkbox"/> Contracts <input type="checkbox"/> Log

***Allocation/Carryover Amounts***

<b>Fiscal Year</b>	<b>Part B (.01)</b>	<b>Part B (.21)</b>	<b>Preschool (.01)</b>	<b>Preschool (.21)</b>
<b>FY '06</b>				
<b>FY '07</b>				
<b>FY '08</b>				